The **ABC**s of How to Get Your User ID and Log In as an ... AQA Contractor Coordinator

A. How to register for a user ID as a Coordinator:

1. Open your Web browser (e.g., Netscape).

2. In the *Location* field, type in the following URL address: *www.hud.gov/reac*.
   The **REAC** Web page displays on your screen.

3. Click on the <u>online systems</u> link on the left side of the page. The **Online Systems** page displays.

4. Under the "Single Family Appraisal Quality System Access" heading, click on the <u>here</u> link. The **Secure Connection Information** page displays.

5. Scroll down to the "Registration Form" section. Click on the <u>AQA Contractor Registration</u> link. The AQA Contractor Registration form displays.

6. Click on the **Coordinator** ◉ *Application Type* radio button.

7. Complete the form by filling out all of the fields. Remember the password you choose AND how you enter it (uppercase/lowercase)!

8. Click on the **Send Application** button.

B. How you get your user ID:

Coordinator's user ID

sends letter to CEO → (within 2 weeks) → AQA Contractor CEO *Confirms Coordinator by providing user ID* → Coordinator *You receive your user ID from the CEO*

C. How to log in to HUD's secure systems to access SASS on line:

1. Open your Web browser (e.g., Netscape).

2. In the *Location* field, type in the URL address*: http://www.hud.gov/reac*
   The **REAC** Web Page displays on your screen.

3. Click on the <u>online systems</u> link on the left side of the page.

4. Click on the **LOG IN** button. The "User Name and Password Required" window pops up.

5. Type your **user ID** in the *User Name* field.

6. Tab to the *Password* field and type in your password.

7. Click on the **OK** button. The **Legal Warning** page displays.

8. Read the warning and then click the **Continue** button.
   The **Secure Systems** page displays.

9. Read and follow the step-by-step system administration instructions in the *System Security Quick Reference Guide for AQA Contractors and Review Appraisers* to:
   a. establish yourself as the Coordinator in the system, and
   b. provide Users system role(s) as necessary.

Username and Password Required

Enter username for Enterprise Server at www2.hud.gov:

UserName: M11111
Password: ░░░░░░

OK   Cancel

Your user ID and password are **case-sensitive**. (uppercase/lowercase)

Need help? Click on the <u>Contact Us</u> link on the REAC homepage to contact the Technical Assistance Center.